



JOB OPPORTUNITY

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Announcement Number: 06-311
Position Title: Assistant to the Production Manager
Series and Grade: PG-1654-14
Salary Range: \$91,407 - \$118,828 PA plus 10% Night Rate
Promotion Potential: PG-14
Opening Date: 01/19/06
Closing Date: 02/21/06
Location of Position: Production Department, Office of the Production Manager,
Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time, shift 2, 3:30 p.m. – 12:00 a.m.
Who May Apply: All U.S Citizens

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES:

The Assistant Production Manager manages and directs all shift 2 functions necessary to accomplish all pre-press, press and post-press work. Manages production activities within the various Production Department divisions to ensure that production deadlines are met and commitments are fulfilled, and that optimum quality of products and efficiency of operations are maintained. Outlines priorities and deadlines, and makes changes in operations when necessary. Assesses employee and equipment productivity, and makes recommendations to the Production Manager regarding manpower requirements, methods of improvement, acquisition of new equipment, etc. Participates in the development of strategic and operational plans; analyzes operations and assesses the impact on program requirements; develops information for and prepares special or recurring reports and studies relating to Production operations. Serves as the authoritative source of advice on procedural and regulatory matters with respect to printing operations. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

For the PG-14 grade level, applicants must possess 52 weeks of specialized experience equivalent to the PG-13 grade level. Examples of specialized experience include: Managing operations through subordinate supervisors, developing strategic and operational plans to adapt to changing technology and priorities, and primary responsibility for making decisions regarding manpower, equipment, and improvements. Applicants should address the level and scope of their responsibilities, span of control, and type of operations supervised. All qualification requirements must be met by the closing date of this announcement.

Continued on Next Page

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Demonstrated skill and success in managing manufacturing and/or printing plant operations through subordinate supervisors operating in a deadline-driven environment, including supervision of exempt and non-exempt employees and establishing productive relationships with direct reports, peers, internal and external customer, and upper management.
2. Demonstrated knowledge of current manufacturing and/or printing plant methodologies including but not limited to planning, scheduling, quality assurance, performance measurement and metrics, plant safety, workforce selection, hiring, training and development.
3. Demonstrated ability to identify, research, and resolve complex production problems and issues, develop recommendations, and to define critical resources needed to accomplish tasks and assign individuals as needed to meet timeframes required.
4. Ability to communicate effectively to audiences through oral and written presentations (e.g., proposals, business plans, cost/benefit analyses and educational programs).
5. Knowledge of management principles, methods, practices, and information systems automation in order to plan and manage projects for improving the efficiency of night operations. Ability to prepare statistical reports and other documents and to conduct studies to develop operations management systems that are consistent with a three-shift operation.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Continued on Next Page

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under merit promotion procedures only, when applicable.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information please contact:

Human Capital Department
Kristy Kaptur
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

Continued on Next Page

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.